STUDENT BIWEEKLY TIME REPORT

AS107
r 11/03

Please use only black or blue ink.

Student Name _____
Last, first, MI

Acct # to be charged _____

SSN _____

Pay Period _____/_____/_____ through _____/_____/_____

	WEEK 1			WEEK 2		
Day	Date of Month	Time of Day	Hours Worked	Date of Month	Time of Day	Hours Worked
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
		Total Hours Week 1			Total Hours Week 2	

Time of Day should be expressed as 8:30-10:30, 1:00-2:30, for example. In the Hours Worked column, fractions of hours should be written as decimals. Examples: 2.75, 3.25.

I certify that I was present and worked during the hours indicated above.

_____ _____/_____/_____
Student Signature Date

I certify that this student has performed satisfactory work for the hours represented on this timesheet.

_____ _____/_____/_____
Supervisor Date

Total Hours Worked This Period	
X Hourly Rate of	
= Total Amount Earned This Period	$
If paid from Work Study, Chancellor's Aide, or grant account:	
Allocation: $	
(from previous timesheet) Balance Forward	
New Balance: Balance Forward Minus Total Amount Earned This Period =	$ *

Comments

*carry forward to next timesheet